1. Five Basic ARL Steps:

- 1. Apply for the ARL Program & Get an "Eligibility" letter.
- 2. Get a Job & Complete "Confirmation of Employment" form.
- 3. Get an ARL Plan.
- 4. Complete the Plan.
- 5. Be Recommended for Licensure.

2. Upcoming Spring Dates:

- a. Principal Evaluation Forms of the Teacher Due by Feb. 15th Teacher Progress Reports Due by Feb. 15th
- b. Pass Content Praxis Tests for HQ 1st Yr. of Plan
- c. June 30, 2011 is the Deadline for Temporary License those in their 3rd Academic Year* (Summer Finish by August may be used if requested through Director email to ARL.)
- d. Open Window for New Applicants: March-July each year, unless already hired.
- e. New names for new hires? Contact ARL

3. Principal's Responsibilities:

- a. Make sure T is listed accurately on Cactus as soon as hired & have them contact ARL (*Don't use up a T's "3 Authorizations in a Lifetime")
- b. Assign a mentor for the T.
- c. Observe/Evaluate the T. & return the form we send you each Spring.
- d. Sign their Progress Forms (& know how they are progressing on their plan completion).
- e. Notify ARL if they are not being successful OR are no longer teaching.
- f. Write a Recommendation Letter for Licensure (once a plan is completed we will ask for this.)

g. Keep Licenses Current:

Once T gets Level 1 License thru ARL...Help T. move to Level 2 license within time limits. Make sure T. with "expired" licenses or those needing "upgrades from L1 to L2" are done before the deadlines. (For ?'s Contact Erica Horsley, 801-538-7648, erica.horsley@schools.utah.gov)

ARL Contact Information & Valuable Websites:

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USOE Educator Quality & Licensing Website		www.schools.utah.gov/cert
Praxis Test Website		www.ets.org/praxis